

NOTICE OF CORRECTION

DATE: **11/10/16**

EXAM CODE: 30502KP

This amends the bulletin released 1/4/16.

EXAM TITLE: **Television Specialist**

EXAM BASE: **Departmental Open**

DEPARTMENT: **State Compensation Insurance Fund**

LOCATION: **Spot (Vacaville)**

FINAL FILING DATE: **Continuous**

The bulletin announcing the above examination is amended as follows:

Final Filing Date: 11/28/2016

We regret any inconvenience this change may cause to candidates who have filed for this examination.

**State Compensation Insurance Fund
Human Resources Department**



Television Specialist

(DEPARTMENTAL OPEN)

9399-00105571-30502KP

Department(s): State Compensation Insurance Fund
Opening Date: 01/04/2016
Closing Date: Continuous
Type of Recruitment: Departmental Open
Salary: MONTHLY-RANGED-SALARY - \$4,600.00 to \$5,758.00
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent
Exam Type: Spot
Location: Vacaville

INTRODUCTION

This is a Departmental Open Spot examination for the State Compensation Insurance Fund.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications, as stated below, may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp.

Interested candidates must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Once you have completed and submitted a State Fund Jobs Online exam application, you will receive an e-mail containing your confirmation number. You will then need your confirmation number in order to complete and submit the T&E Examination. At the bottom of this exam bulletin is the T&E Examination link.

FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established for State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the educational requirements stated on this announcement on the date you submit your application.

WHEN QUALIFYING WITH EDUCATION, APPLICANTS ARE REQUIRED TO SUBMIT AN ATTACHMENT OF EITHER THEIR UNOFFICIAL TRANSCRIPTS OR COLLEGE DIPLOMA. Educational documents may be submitted directly through the State Fund Jobs Online portal when completing the required online exam application.

ANY APPLICANT UTILIZING EDUCATION TO QUALIFY AND DOES NOT SUBMIT THE REQUIRED EDUCATIONAL DOCUMENTATION WILL BE ELIMINATED FROM THE EXAMINATION.

NOTE: All applicants must meet the education requirements as stated on this examination announcement by the date you submit your application.

MINIMUM QUALIFICATIONS

Either I

Experience: One year of experience in the California state service performing the duties of a Motion Picture Assistant or Television Assistant.

Or II

Experience: Four years of broad technical experience in the production of television programming, including experience in television production, professional sound recording, and editing. (College level work in television, communications, or a related curriculum, may be substituted for up to two years of the required experience on a year-for-year basis.)

POSITION DESCRIPTION

Under direction, to plan, organize, direct and perform technical and professional work in connection with the writing and production of television and video tape-recorded programs; and to do other related work.

Plans, organizes, and performs the technical and professional work required in producing television programs, including operation of television and video tape-recording production equipment; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic developmental of television programs including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in the production; does creative editing; may select and direct film cast, narrators or other personnel involved in a production; may do still photography and processing.

EXAMINATION INFORMATION

TRAINING & EXPERIENCE (T&E) - Weighted 100.00%

The sole component of the Television Specialist examination will consist of a T&E Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received.

Candidates are required to respond to the T&E questions provided on this announcement.

Candidates will need to provide the following:

- 1) Level performing each of the listed tasks within the Television Specialist T&E.
- 2) Length of experience performing each of the listed tasks within the Television Specialist T&E.
- 3) Length of experience for each listed knowledge, skill, and ability within the Television Specialist T&E.

All information candidates provide in this evaluation is subject to verification.

To preview the Television Specialist T&E questions, [Click Here](#)

SCOPE OF EXAMINATION

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Techniques of television production
2. Sound recording
3. Television photography
4. Audio-visual principles and techniques
5. Script writing
6. Editing methods and equipment
7. Basic electronic theory
8. Television communication theory

Ability to:

1. Assume leadership and provide creativity in the planning, writing and directing of television production
2. Act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen
3. Develop innovative solutions to complex audio and visual communication problems
4. Analyze situations accurately and take effective action
5. Work effectively with people and situations requiring initiative, tact, and judgment
6. Speak effectively
7. Read and write English at the level required for successful job performance

SPECIAL PERSONAL CHARACTERISTICS

1. Artistic and creative ability
2. Willingness to travel throughout the State
3. Normal hearing

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a high school diploma or GED equivalent.

VETERANS PREFERENCE

Veterans' Preference will be granted in this examination.

Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit www.statefundca.com/careers/currentexams.asp

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

GENERAL INFORMATION

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

State Compensation Insurance Fund reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

How to Apply for Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/Job/VeteransInformation> and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at www.calvet.ca.gov.

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield
9801 Camino Media
Bakersfield, CA 93311-1303

Eureka
2440 Sixth Street
Eureka CA 95501-0788

Fresno
10 River Park Place East
Fresno, CA 93720-1531

Greater Bay Area/Pleasanton
5880 Owens Drive
Pleasanton, CA 94588-3900

Monterey Park
900 Corporate Center Drive
Monterey Park, CA 91754-7618

Redding
2175 Shasta View Drive
Redding, CA 96003-8296

Riverside
6301 Day Street
Riverside, CA 92507-0902

Rohnert Park
5900 State Farm Drive, Suite 200
Rohnert Park, CA 94928-2122

Sacramento Regional Office
2275 Gateway Oaks Drive
Sacramento, CA 95833-3255

San Francisco
333 Bush Street
San Francisco CA 94104

Santa Ana
1750 East Fourth Street
Santa Ana, CA 92705-3929

Stockton
3247 West March Lane
Stockton CA 95219-2351

Vacaville
1020 Vaquero Circle
Vacaville, CA 95688-8804

Contact Information for California Department of Human Resources

Attn: Examination Services
1515 S Street, North Building, Suite 400 • Sacramento, CA 94244-2010 • 866.844.8671

California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

TAKING THE EXAM

[Click here to go to the T & E Examination](#)